

State of California CIWMB 303a (New 1/06)	Note: Shading has been used to show where additions or deletions have been made. Strikeouts show text that has been deleted whereas italicized print shows text that has been added.	California Integrated Waste Management Board
Lead Agency ¹ Form 303a Household Hazardous Waste Collection Information For Fiscal Year 2005-2006		
¹ If your jurisdiction or agency was the Lead for collecting HHW, you will report your waste collection and disposal activity on the Lead Agency Form 303a		
Section A. Reporting Requirements:		
<p>Purpose of Forms 303a and 303b</p> <p>Each jurisdiction in California is mandated to complete Forms CIWMB 303a or 303b annually, with the amount of household hazardous waste (HHW) collected and its method of management reported on the Form 303a (California Code of Regulations, Title 14, Sections 18751.2). The Forms 303a and 303b specifically fulfill the reporting requirements of the Household Hazardous Waste Element of the California Integrated Waste Management Board’s (CIWMB) Countywide Integrated Waste Management Plans. The Forms 303a and 303b are also regulated to satisfy the Department of Toxic Substances (DTSC) directive (Health and Safety Code Section 25218.10) to collaboratively maintain HHW volume totals with the Board for all HHW collection events, facilities, and programs within the State.</p> <p>The completed Form 303a provides the total waste volume amounts collected for all HHW programs (including permanent, temporary, recycle only, mobile, door to door, and any other type of collection program the jurisdiction identifies as part of their HHW collection program) that were sponsored in the previous fiscal year, starting July 1 of the previous year and ending June 30 of the current year. The completed Forms 303a and 303b must be sent to the DTSC on or before October 1 of each year.</p> <p>Who must fill out the Forms?</p> <p>Each jurisdiction must fill out a Form 303a or 303b. If your jurisdiction or agency was the Lead for collecting HHW, you will report your waste collection and disposal activity on the Lead Agency Form 303a. If your jurisdiction or agency did not have a <i>permitted</i> HHW collection program during the previous fiscal year, or you were not the Lead for the collection program, you will complete the Non-Lead Agency Form 303b to satisfy the regulatory requirements. You may download the complete Lead Agency or Non-Lead Agency forms at http://www.ciwmb.ca.gov/hhw/Reporting/default.htm or contact DTSC at (916) 323-9618 to have one sent to you.</p> <p>Where do I send my completed Form?</p>		

Completed forms shall be submitted electronically to the DTSC as an email attachment to **form303@dtsc.ca.gov**. You must first save the completed spreadsheet on your own computer under a new name. Use a name that will uniquely and clearly identify your jurisdiction or agency such as form303sacramento.xls, for example. Then, send the newly named completed spreadsheet as an E-mail attachment to the address above.

Upon request to the CIWMB, you may be exempted from filing electronically, and instead print out the completed spreadsheet and mail it to:

Department of Toxic Substances Control (DTSC)
Household Hazardous Waste (HHW) Unit - Form 303
P.O. Box 806
Sacramento, CA 95814-0806

Section B. Jurisdiction:

Please do not include your contractor's name.

Name of Public Agency Reporting:					
Non-Lead Participants Represented by Reporting Jurisdiction/Agency (i.e, individual city(ies), county(ies), other agency(ies)):	1)	5)		9)	
	2)	6)		10)	
	3)	7)		11)	
	4)	8)		12)	
Mailing Address:					
City:		Zip code:		County:	
HHW Program Manager:				Phone Number:	
Fax Number:		Email Address:			
Contractor's Name (if applicable):					
Name of Permanent Facility within Program Service Area (if applicable):				EPA ID#:	
Site Contact Name/Title:				Phone Number:	
Facility Address:				Email Address:	
City:		Zip Code:		County:	

Name of Permanent Facility within Program Service Area (if applicable):				EPA ID#:	
Site Contact Name/Title:				Phone Number:	
Facility Address:				Email Address:	
City:		Zip Code:		County:	
Name of Permanent Facility within Program Service Area (if applicable):				EPA ID#:	
Site Contact Name/Title:				Phone Number:	
Facility Address:				Email Address:	
City:		Zip Code:		County:	
For additional permanent facilities within the program service area, please attach a separate page.					
Section C. Program Types:					
The program types include Permanent, Temporary (periodic), Mobile, Recycle-only program, Door-to-Door (residential), Curbside (other than oil,) Load Check and/or Other (identify type of program). Remember - Certified Oil Centers and Curbside Oil collection programs, whose oil is reported as part of a jurisdiction's Used Oil Block grant, should not be included in Form 303 reporting.					
Section D. EPA ID Numbers:					
Please list all EPA ID Numbers for each program type used last year (add additional rows if necessary).					
Program Type	EPA ID Number	Program Type	EPA ID Number		

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Section E. Participation:

Number of Households that participated in collection program:

Number of Households in service area:

Section F. Waste Volumes:

Example:

In the example sheet below, for the period July 1, 2004 to June 30, 2005 under the heading "~~Amount~~ *Pounds* Collected *by Program Type*" the City has entered the number of pounds of material in the waste stream "Flammable liquids / solids" collected within the City into the cell corresponding to the program type used to collect the material. In this example case, 40 pounds was collected at a permanent facility, 50 pounds at a temporary event site, and 20 pounds were collected during load checks. The spreadsheet will calculate the total amounts for you. On the right side of the spreadsheet, under "Pounds Disposed / Diverted", the City has entered the estimated number of the total pounds of collected material in the cell corresponding to the management method used to dispose or divert the material. In this case 66 pounds of the total collected material was sent to destructive incineration and 44 pounds was incinerated as fuel. The spreadsheet will calculate the total pounds for you. Please check to be sure that the "Total ~~weight~~ *Pounds* Collected" is the same as "Total Pounds Disposed/Diverted."

Material Type	Pounds Collected by Program Type										Pounds Disposed / Diverted by Management Method							
EXAMPLE																		
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted
1. Flammable and Poison	Flammable solids / liquids	40	50					20		110	66	44						110

Material Type		Pounds Collected by Program Type											Pounds Disposed / Diverted by Management Method					
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Reclaimable	Antifreeze									0								0
	Auto type batteries (motor vehicles)									0								0
	Latex paint									0								0
	Motor oil/oil products									0								0
	Used oil filters (recyclables only)									0								0
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. Asbestos	Asbestos									0								0
8. Universal Waste (UW) *	Mercury containing thermostats / automotive switches / thermometers / and novelties									0								0
	Mercury containing waste (other)									0								0
	Fluorescent tubes/bulbs Lamps									0								0
	Household Rechargeable batteries									0								0
	Other batteries									0								0
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Material Type		Pounds Collected by Program Type											Pounds Disposed / Diverted by Management Method						
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted	
Electronic Waste (UW)	Covered Electronic Devices									0								0	

Material Type		Pounds Collected by Program Type										Pounds Disposed / Diverted by Management Method						
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted
	Universal Waste Electronic Devices									0								0
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-E empty Aerosol Containers (UW)	Non-E empty aerosol containers (corrosives, flammables, poisons)									0								0
Other UW	(name) _____									0								0
	all UW subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
* To be considered Universal Waste, all waste in this category except for batteries, must be managed by recycling. Energy recovery or fuel incineration is not considered recycling. If the waste cannot be managed by recycling, it is not universal waste and must be managed as a hazardous waste. The completed Disposed/Diverted Management Methods section will show whether or not wastes were managed as a universal waste.																		
9. Other HHW	Home - generated sharps									0								0
	Pharmaceutical Waste									0								0
	Compressed gas cylinders									0								0
	Treated wood									0								0
	Non - UW aerosol containers (corrosive, flammable, poison)									0								0
	Other (name) _____									0								0
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Material Type		Pounds Collected by Program Type											Pounds Disposed / Diverted by Management Method						
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted	
10. Grand	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	